

**NORMAL TOWNSHIP  
MONTHLY BOARD MEETING MINUTES  
THURSDAY, September 21, 2023, AT 8:15 AM  
304 EAST MULBERRY, NORMAL, IL**

1. **Call to Order** – The meeting was called to order at 8:18 by Township Supervisor Jess Ray
2. **Land Acknowledgement** - Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

3. **Roll Call**

Trustee Art Rodriguez	Present
Trustee Floyd Aper	Present
Supervisor Jess Ray	Present
Trustee Arlene Hosea	Present
Trustee Sally Pyne	Present

***Additional Elected Township Officials Present***

Becca Rice	Deputy Clerk
Arin Rader	Road Commissioner
Rob Cranston	Assessor

***Others Present***

Elicsha Sanders	ARC Membership Director
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Director (Via Zoom)

4. **Pledge of Allegiance**
5. **Public Comment** - none
6. **Approval of the August 17, 2023, Regular Meeting Minutes** – Tabled until the October 2023 meeting, by Jess Ray, due to Dayna’s absence. Sally Pyne suggested giving a grace period of two months to get past minutes approved. This would allow more time for review and could accommodate any absences from the clerk/deputy clerk.
7. **Approval of General Township Expenditures from August 17, 2023, to September 20,2023:**

**Motion:** Art Rodriguez

**Second:** Sally Pyne

**Normal Town:** \$111,114.95

**Discussion:** Floyd asked for clarification into the Stability IT Solutions expenses and, specifically, if they included any website service. Jess explained the expenses vary based on needs and may include a variety of things, such as Township computer compliance, printer issues and the set-up of a central server. Website services are serviced via a firm out of Peoria (for the Township) and GoDaddy for ARC. Sally asked if this method was effective/efficient as having an in-house IT employee and Jess confirmed that it was.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**8. Approval of General Assistance Expenditures from November 18, 2022-December 15, 2022.**

**General Assistance:** \$30,486.35

**Discussion:** Floyd Aper asked if this included emergency assistance fund as well. Jess confirmed that it does. The separation comes in a second part of the report which Jess provided at the meeting.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**9. Approval of Senior Citizen Fund Expenditures from November 18, 2022-December 15, 2022**

**Senior Citizen Fund:** \$42,507.16

**Motion:** Sally Pyne

**Second:** Art Rodriguez

**Discussion:** None

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**10. Approval of Road and Bridge Fund Expenditures from November 18, 2022-December 15, 2022**

**Road & Bridge:** \$28,861.66

**Motion:** Sally Pyne

**Second:** Art Rodriguez

**Discussion:** Floyd asked what services were being provided by Frontier. Arin confirmed that is for a land line to the current shed and discussion commenced about other options for the new building. Suggestions included Serbin and T-Mobile services, further discussion will be warranted.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

## **11. Reports**

### **a. Community Engagement**

Art Rodriguez has been working on passing out 6,000 pairs of Bombas socks. The plan is to cover all homeless/distressed Veteran's centers including Danville, all the veteran homes in the state and hospitals/homeless shelters in quad cities and Aurora. Art will be working to get a Veteran's perspective about how substances once used for recreational use can now be used to mitigate/control effects of trauma.

Sally Pyne attended a panel, presented by Women to Women Giving Circle, on affordable housing which she found helpful, informative, and encouraging. One example of this was when Mercy Davison, from the Town of Normal, confirmed that the Town is being very responsive to safety concerns within affordable housing units and that inspections on those properties are now up to date. While people may agree that affordable housing is needed, many comment "Not in my backyard" unless it is targeted toward a specific group such as the elderly population. Also, Mark Adams has started the Bloomington-Normal Land Trust to help hold land for affordable housing. Lastly, Sally signed up for McLean County Behavioral Health Forum in October.

Jess Ray attended the ECI-AAA Advisory Council Meeting. One take away from this was the idea of a "Walk/Coffee with a Doctor" which would allow older adults a more informal setting to discuss healthcare with a professional. He attended the Regional Caregiver Roundtable Discussion at the ARC covering the issues of caregiving and of being an unpaid caregiver. He attended the Veteran's Resource Fair at the Normal Public Library and suggested doing something similar at the ARC. He also attended a Housing Coalition planning session through the United Way Coalition to talk about housing issues and the future of that coalition...what can realistically be accomplished. On the 20<sup>th</sup>, Jess attended a leader's breakfast to celebrate Chesnut Healthcare's 50<sup>th</sup> anniversary. Finally,

he attended the East Central Illinois Area on Aging luncheon to celebrate their 55<sup>th</sup> anniversary. This allowed Jess to network with other leaders and interact with Elicsha and other ARC members.

Floyd Aper watched a TOI webinar covering TOI website services. One offering included \$189/month to assure ADA compliance and “basically everything” for the Township. ARC would have to be a separate contract, but it could be worth looking into how TOI could be utilized. Jess added that a vendor performed an ADA compliance check, he still needed to review the report. This same vendor offered a service like TOI with a cost of \$5,000/year. Sally and Floyd confirmed there are other townships that have used TOI services for this, and further discussion is warranted. Floyd also reintroduced discussion about what to include in the monthly meeting minutes. City of Bloomington Township includes “everything” – all action items go on the agenda and into the minutes. Jess reviewed Town of Normal’s monthly minutes, which appear to be like what Normal Township reports and McLean County’s minutes are a kind of hybrid, including resolutions and contract information.

**b. Clerk**

No report

**c. Assessor**

Rob handed out the final assessment report (pending Board of Review action) for the 2023 assessment year. Normal Township increased assessments by just under 2%. The equalization factor, assigned by the Supervisor of Assessments, added another 10.69% for a total increase of assessed valuation of 12.57%. This is the highest that Rob has seen. The office has fielded quite a few inquiries about the increase, but most people recognize what the real estate market is doing. As of today, only about 15 appeals have been received but he expects more to come as the deadline arrives (October 2).

**d. Highway Commissioner**

Arin reported that roadside mowing has been taking place. He has ordered a 42 x 48 hoop building for salt storage and it should be ready in about one month. It will have a canvas top and rest on a TBD foundation, based on what will be most cost effective. He is still working on the interior finish work at the new building.

**e. ARC Staff and Senior Advisory Committee**

Elicsha Sanders reported that ARC membership is holding steady but, with she holidays coming, she does expect an increase in membership applications. She attended a Joint Conference meeting for Illinois Senior Center where ARC received a third-place award for the 2023 Innovation Award.

Molly Camper expanded on the Innovation Award. Primary components for being awarded the Innovation Award are how programming helps both your community and senior center, as well as its ease of being recreated. ARC received the award for the development of the arts and crafts sale. Molly stated that while vendors create the crafts, they are staying active both at home and with friends. Getting people interested in making some of their creations and selling them also helps combat some of the social isolation that may occur. The vendors gave back 10% of their sales and the 2022 sale generated over \$2700 in donations. This year's sale, scheduled for October 28, has almost 30 vendors, which is the greatest number to date.

Sammi Scott gave an update that since the last newsletter, \$5400 has been raised for the Living Memorial Fund. An additional \$250 was raised through the Jason's Deli fundraiser.

**f. Supervisor**

Jess Ray: See attached.

There were fewer EA and GA clients in August than in July – perhaps due to LIHEAP getting ready to start up? He gave the overall balance, as well as individual balances, for our investment and liquid funds. Jess clarified a question that Sally posed last month – the software expense of \$7,500 was for the new EA/GA software. “Props” to Jill and Ruby as they are learning the new system. Starting in October, clients will only be eligible for assistance once every 12 months, with a maximum benefit of \$1,500.

**12. Old Business**

Discussion/ Action: To approve the revised grant application processes.

**Motion:** Floyd Aper

**Second:** Art Rodriguez

**Discussion:** Thanks to Floyd for putting together the grant request form (everyone received a copy, as well as recommendations from John, at the meeting). The copy provided included additions to the previously approved form. Changes are primarily verbiage based on attorney recommendations, which include the intent of the grant disbursements, types of organizations that the grants could serve, putting a limit on the amount of grants rewarded, as well as the duration of the grants (annually). The verbiage also highlights requirements for applying such as providing copies of the organization's mission statement, proof of tax-exempt status and if funding has been requested from any other organizations. Based on past grant writing experience, Sally commented that the application sets reasonable expectations. She likes the idea of following up with grantees to see how the funds are being used but not

requiring site visits. The idea of a rolling application process was not welcomed, and it was agreed that there be a set application calendar. Some 'wordsmithing' changes were suggested, especially related to addressing an "older" population. Jess asked if there should be a distinction as to the maximum amount that could be awarded through each grant (\$10,000) and how to word that. For example, "Grants not to exceed the amount of \$10,000" would indicate that a grantee may receive less, but no more, than \$10,000. Floyd agreed that this distinction is a good idea.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

### 13. New Business

- A. Discussion/Action Amendment to Solar Agreement with Balance Solar Fun 1, LLC to update insurance language to add the system to the Township property insurance policy.

**Motion:** Arlene Hosea

**Second:** Art Rodriguez

Discussion: Jess has checked with TOIRMA and all is ready to go once the amendment is approved. Jess and Floyd spoke with Preston about the solar array, and it appears there will be enough funds to do an outright purchase of the system. Sally asked why this addition was not done earlier and Jess believes it was more of an oversight. Floyd commented that we are paying taxes on our Ameren bill and wondered if we were supposed to be doing this. Jess will follow up with Ameren about this.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

- B. Discussion on how Normal Township can assist with cooling/warming centers.

**Motion:** Arlene Hosea

**Second:** Sally Pyne

Discussion: Sally brought this up for an agenda item. Jess explained that the Housing Coalition began actively exploring the need for more warming/cooling centers when the Salvation Army indicated they do not meet the code requirements to be considered a warming center allowing overnight beds. Rather, they will function as a 24 hour "café". Discussion centered on ways that the Township could assist such as using the library or the township community room during operating hours. When considering options for locations, thought should go into the logistics of how it might impact the daily operations of the facility, if any additional

staffing/security might be needed if used for overnight access and what kind of liability might be incurred. In general, use during operating hours seems doable. The more difficult aspect would be overnight access. Sally asked about funding and Arlene, regarding liability, suggested looking into what TOIRMA has said in the past. Floyd questioned what kind of provisions (water, coffee, snacks) might be provided. Art explained how the LeRoy American Legion operates in these instances – basically the city takes care of the administration and donates to the legion for use of the building. Arlene wondered if the county EMS has a plan in place that could be used as a “plug and play” option. Ultimately it is a complex issue.

**14. Suggested Items for the Next Agenda**

- a. Review of ARC hours, programming, and staff salaries: utilizing technology to allow for remote access, revisiting the open director position.

**15. Adjournment**

**Motion:** Arlene Hosea

**Second:** Floyd Aper

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

Meeting adjourned at 9:51 am.

**Regular Normal Township Board Meeting: Thursday, October 19, 2023 – 8:15 AM**

**Next Senior Advisory Committee Meeting: Thursday, October 5, 2023 – 9:30 AM**

\_\_\_\_\_  
**Becca Rice – Deputy Clerk, Normal Township**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

**NORMAL TOWNSHIP  
304 E. Mulberry, Normal  
Illinois, 61761-0426**

**OFFICE OF THE SUPERVISOR  
Phone 309-452-2060  
Fax 309-452-2599**

### **Notice of Grant Funding Availability 2023**

**Normal Township is accepting, 2023 Monetary Grant requests for funds from non-profit community organizations whose work aligns with the Township's Mission to serve the Elderly, Youth and Economically Disadvantaged. If your organization wishes to apply the request must be filed with the Township by October 15. No grant will exceed \$10,000. If granted the funds will be dispersed on October 30, 2023.**

**Request for a grant should include the following items.**

- 1. Name of organization, address, primary contact for grant application.**
- 2. Organization Mission Statement.**
- 3. Legal form of entity and copy of the IRS Certification of IRS Tax Exempt status.**
- 4. Names and information of your organization's officers and directors.**
- 5. An explanation of how the funding benefits Normal Township Residents. In addition, provide the number of people served in prior years and the number expected this year.**
- 6. Please provide the age group that you will be benefiting.**
- 7. A copy of your complete budget and how those funds are spent. Including percentage of administrative cost.**
- 8. Organizational chart showing number of licensed employees, non-licensed employees, and volunteers.**
- 9. A complete list of all other sources of income received for this request.**
- 10. An outline of how the program will sustain itself after grant funds are used or grant is denied.**
- 11. Organization to provide the Township a summary of success/failure of the program by June 30, 2024. This includes financial expenditures and the number of people served.**
- 12. Copy of Organization Policy on Discrimination.**
- 13. What is the amount being requested by your organization and will you accept less?**
- 14. Do you follow the Prevailing Wage?**

**Please send application materials by email or via USPS to; [jray@normaltownship.org](mailto:jray@normaltownship.org)**

**Jess Ray  
Normal Township Supervisor  
304 E. Mulberry,  
Normal, IL 61761-0426**